



**November 2006
FLSA: NON-EXEMPT**

ACCOUNTING SPECIALIST I/II

DEFINITION

Under direct or general supervision, assists other finance personnel in performing a wide variety of responsible clerical and technical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions, including accounts payable and accounts receivable; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. No direct supervision of staff is exercised. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

Accounting Specialist I: This the entry-level class in the paraprofessional account specialist series. Initially, under direct supervision, incumbents perform work in accounts receivable and/or accounts payable, in addition to performing a variety of record keeping, reconciliation, and front counter and utility billing support activities. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and are performed under more general supervision. This class is alternately staffed with the Account Specialist II and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Accounting Specialist II: This is the journey-level class in the paraprofessional account specialist series. Incumbents are cross-trained to perform the full range of technical work in all of the following areas: accounts receivable and/or accounts payable, in addition to performing a variety of record keeping, reconciliation, front counter, and billing support activities. This class is distinguished from Accounting Technician in that the latter is a higher-level class in the series and performs more complex technical accounting support duties.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

When performing all assignments:

- Maintains the daily financial records on utility accounts, including receiving utility payments, performing data entry, maintaining receipt records according to prescribed guidelines, printing and auditing reports, entering field data, preparing and balancing invoices, and preparing work orders.
- Issues business licenses and processes renewals, including batching receipts for incoming renewals, assessing penalties and late fees, and recording new license numbers.

- Assists other finance personnel in performing a variety of technical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable, accounts receivable, billing functions, and business licenses.
- Verifies, posts and records a variety of financial transactions; prepares and maintains spreadsheets, records and a variety of periodic and special financial and accounting reports.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Reconciles transactions and data as directed; records changes and resolves differences, maintains the accuracy of basic accounting and financial records related to the assigned functional area; handles cash transactions.
- Prepares receipts for utility, business and dog licenses, insurance payments, and other accounts receivables.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies and/or basic accounting procedures; and updates related files and departments on action items.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports, as directed.
- Performs general office support duties such as filing and record keeping, prepares correspondence.
- Assists professional accounting staff with special projects as required.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

When performing the Water/Sewer Billing assignment:

- Sets up new accounts; processes and analyzes the utility accounts & notifies customers of excessive usage.
- Calculates and processes utility adjustments due to leaks, penalty adjustments, or overestimating.
- Operates handheld equipment and computers utilized for meter reading, and processes and analyzes data reports from the handheld.
- Sends out collection notices, final and late notices, and performs necessary collections and delinquency processing.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping, including accounts payable, accounts receivable, purchasing, and business licensing.
- Billing as related to water meters and functions.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and statistical techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply and explain policies and procedures.

- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain and research files.
- Make accurate arithmetic and financial computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer and handheld equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with employees those contacted in the course of the work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Accounting Specialist I/II: Equivalent to the completion of the twelfth (12th) grade.

Accounting Specialist I: One year of responsible clerical experience.

Accounting Specialist II: In addition to the above, one (1) year of experience in processing financial documents, maintaining financial or accounting records, or billing and collections, equivalent to that of Accounting Specialist I with the City of Eureka.

License:

- Valid California class C driver's license with satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.